

## Who we are:

The Tennessee Department of Correction (TDOC) is a multi-faceted agency with a responsibility to serve the public by operating safe and secure prisons and providing effective community supervision. We take our mission seriously and every employee will work extremely hard to ensure we never compromise public safety.

The Department of Correction has approximately 6500 employees operating eleven prisons, six day reporting centers, an investigative-compliance unit and numerous probation/parole offices across the state. TDOC Central Office is located in downtown Nashville.

## What we do:

With the implementation of the Public Safety Act TDOC is able to provide seamless supervision to offenders in jail, prison, parole, probation, and community corrections to positively impact an offender's chances for success. We have an inherent responsibility to provide offenders with an opportunity to grow and change.

## How you make a difference in this role:

As an intern you will have the opportunity to work with TDOC programs that affect public safety and offender success across the state.

## TN State Government Careers

Probation/Parole Officer  
Correctional Counselor  
Correctional Security  
Correctional Compliance



## Probation/Parole Intern

Location: Davidson County

Compensation: Unpaid

## Overview

Probation and parole are privileges which allow offenders to avoid prison or to be released from prison after serving only a portion of their sentences. The goals of probation and parole are to rehabilitate offenders and guide them back into society while minimizing the likelihood that they will reoffend. TDOC utilizes a validated risk and needs assessment instrument for determination of an offender's risk to reoffend and the identification of treatment options that reduce that risk. TDOC developed an implementation plan that utilized ten (10) process action teams consisting of more than 80 staff members as well as a standing executive review committee. The ambitious plan significantly enhances public safety through the systematic development of comprehensive strategies for felon risk management in Tennessee.

## Responsibilities

Probation and Parole Interns will learn how to prepare and maintain offenders' records and reports, will be able to identify criminal activities and background information in reports, and prepare narrative reports of the investigation process. They will learn to utilize offender information in order to determine proper steps for treatment. They will observe staff members as they conduct probationer and parolee interviews learning to evaluate the offender's progress in accomplishing goals, maintaining the terms specified in their probation/parole contract, and compliance with rehabilitation plans. They will be taught drug and alcohol testing policy and procedures. Interns will learn to request arrest warrants for non-compliance by the offenders. They will witness relationships between judges, court personnel, law enforcement, and treatment agencies concerned with the probation/parole program. Probation and Parole Interns will integrate knowledge and theory learned in the classroom with practical application and skills development as they observe and participate in the day-to-day operations of the Probation and Parole Office.

## Preferred Qualifications

Working toward obtaining a Bachelor's, Master's, or PHD with majors related to social science, behavioral science, criminal justice, criminology, social work or related field and being classified/enrolled as a Junior or greater. The internship must be for academic credit.

Applicant must submit to and pass: Background Investigation and Pre-employment Drug Screen

## Performance Expectations

Probation/Parole Interns will be exposed to and expected to learn concepts related to the management of offenders granted probation or parole. Interns will be expected to have a basic understanding of the risk and needs assessment instrument and development of offender treatment plans. They will learn to implement effective and evidence-based treatment to our participants. Interns shall develop interpersonal skills necessary to interact with Court Officials, Community Partners, and Offenders.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*